

## **VOLUNTEER OPPORTUNITY**

**Position Open:** Applications are being accepted until position(s) are filled

**Position Title:** Area Office Assistant ( Apache Junction)

**Department/Division:** Highway Patrol Bureau, Apache Jct. District 6 Area 6

**Workplace Address:** 750 N. Apache Trail, Apache Jct., Az. 85219

**Number of Hours/Week:** Flexible hours and/or on call as needed

**Days of Work Week:** Monday through Sunday

**Start/End Hours:** Flexible, between 8:00 am to 5:00 pm

**Position Description:** This position provides clerical assistance to the Apache Jct. Area Office, Sergeant and Officers. Specific duties may include: answering incoming phone calls; greeting visitors to the area office, distributing time sensitive faxes and mailings, distributing incoming mail, filing, data entry, shredding, setting 30 day appointments; etc.

**Qualifications:** Requires a combination of customer service, computer, and office experience.

**Application and Selection Process:** Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

**Apply:** Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

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